

DISTRICT TECHNOLOGY PLAN CHECKLIST

Please complete the shaded box on page 3 of this checklist form and return *all three sheets* as the *cover* pages of the completed technology plan.

☐ **Cover Page**

This page must contain the following:

- district name,
- name and signature of district superintendent,
- name and signature of technology coordinator,
- mailing address, phone and fax numbers, and e-mail address of district technology coordinator,
- district home page URL, and
- effective dates covered by the plan or the year covered by the annual update.

☐ **District Profile**

This section must include the following:

- number of schools in the district,
- number of students enrolled in district schools,
- percentage of students eligible for free and reduced lunches,
- number of English as a Second Language (ESL) students,
- number of dropouts,
- graduation rate, and
- district E-rate discount.

☐ **Executive Summary**

This section must be a concise description of the entire technology plan.

☐ **District Needs Assessment**

This section must describe the district's current technology needs, current technology inventory, and current technology support strategies. All goals should specifically address your district's needs.

☐ **District Vision and Mission Statements**

These overarching statements should address the district's needs, including assistive technology needs, and should be aligned with the 2003–08 state technology plan as well as the No Child Left Behind legislation.

☐ **Plans for the Five Individual Technology Dimensions**

The narrative of the district's plans for the individual Technology Dimensions *must* be organized on the basis of the following five sections, which *must be labeled and ordered as shown here*:

- ☐ **Technology Dimension 1: Learners and Their Environment**
- ☐ **Technology Dimension 2: Professional Capacity**
- ☐ **Technology Dimension 3: Instructional Capacity**
- ☐ **Technology Dimension 4: Community Connections**
- ☐ **Technology Dimension 5: Support Capacity**

In each of the above sections, the narrative for the technology dimension *must* be organized on the basis of the following seven sections, which *must be titled and lettered as shown here*:

- A. Snapshot of Current Technology Use in District**
- B. Overall Goal for This Dimension**
- C. Objectives, Strategies, and Action List to Reach Goal**
- D. Implementation Action Steps for Districts and Schools**
- E. Funding Considerations for District and Schools**
- F. Evaluation of Objectives** (including baseline data sources and ongoing data sources)
- G. Current Best Practices in District** (if applicable)

☐ **Cumulative Benchmarks**

This section must contain a list of benchmarks expected to be met during the year. Include a timeline and method for assessing benchmarks periodically.

☐ **Acknowledgements**

This section must contain a list stakeholders that shows a wide diversity of school and community members who contributed to the planning process.

☐ **Bibliography**

This section should provide full publication information and specific page references for all secondary sources utilized.

☐ **Required Appendixes**

☐ **Appendix 1: No Child Left Behind Action Plan**

Provide narratives for each of the twelve items in part C of the “Guidelines for District Technology Plans” section of the *South Carolina State Technology Plan 2003–08*.

☐ **Appendix 2: Teacher Technology Proficiency Proviso Professional Development Plan**

Guidelines for district professional development plans can be found at <http://www.myschools.com/offices/technology/announce/proviso140.htm>.

☐ **Appendix 3: Acceptable Use Policy**

☐ **Appendix 4: How E-Rate Areas Have Been Addressed**

See part B of the “Guidelines for District Technology Plans” section of the *South Carolina State Technology Plan 2003–08* for the five E- rate areas.

☐ **Appendix 5: Report on Last Year’s Progress toward Goals, Objectives, Strategies, Benchmarks, Actions, and Outcomes**

☐ **Other Vital Appendixes**

<p><i>I verify that all above components for the [name of district] _____ technology plan have been addressed.</i> Please print.</p>	
<p>Technology coordinator's name: _____ Please print.</p>	
<p>Technology coordinator's signature: _____</p>	<p>_____ Date signed</p>
<p>Superintendent's name: _____ Please print.</p>	
<p>Superintendent's signature: _____</p>	<p>_____ Date signed</p>